

21 March 1974

IC STAFF OPERATING INSTRUCTION NO. 12

SUBJECT: ICS Centralized Files

1. Effective this date, one copy of all correspondence/documents including a complete set of enclosures and attachments, originated within the Intelligence Community Staff will be identified as the ICS "Official File Copy" and furnished to the IC Registry for records management retention and retirement. Normally this copy will be on yellow tissue.

2. Originals of Memoranda and Letters which were forwarded to the DDCI, DCI or others for approval/disapproval/coordination, and returned to the IC Staff will replace the copy in the Official File when all actions are completed. This includes completed reports, studies, surveys, etc.

3. Originating offices may retain temporary copies as required. However the number of copies should be held to an absolute minimum. All "extra" copies should be retained in the IC Registry with appropriate instructions for issuance and disposition.

4. At the end of an appropriate time, normally close of the fiscal year, files will be cut off in accordance with the records disposition schedule. At these times, only controlled documents, Top Secret and above, held by each office, need be forwarded to the IC Registry for appropriate disposition. Current plans provide for files retention in the IC Registry for 2 additional years prior to retirement.

5. Any questions concerning the above may be referred to [ ] IC Registry. [ ] is available to assist offices in this transition period.

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Executive Officer, ICS

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